ABSTRACT OF THE DISCLOSURE

The invention is intended to enable page division or page unification of a document file with a good operating efficiency. To this end, a plurality of icons or thumbnails

5   each representing an imaged document files are displayed in an arrayed form on a list window area on which the document files having a plurality of pages can be arrayed. Then, the icon or thumbnail of a prescribed document file selected among the icons or thumbnails of the plurality of the document

10   files is arrayed on the list window area is transferred to a pallet window area, thereby to page-divide or page-unify the document file whose icon or thumbnail has been transferred.